



COUNTY OF LOS ANGELES

Public Health

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August 26, 2008

TO: Each Supervisor

FROM: Jonathan E. Fielding, M.D., M.P.H. *J. Fielding*
Director and Health Officer

SUBJECT: **REQUEST TO AMEND INFORMATION TECHNOLOGY SUPPORT SERVICES MASTER AGREEMENT (ITSSMA) WORK ORDERS N7G-0072, AND N7E-0110 WITH CALIFORNIA SOLITSYS TECHNOLOGIES, dba; SOLITSYS TECHNOLOGIES, AND ISSUE A SOLICITATION FOR ONE NEW WORK ORDER FOR A BUSINESS ANALYST**

This is to advise you of my intent to request the Internal Services Department (ISD) to amend the current ITSSMA Work Orders as described herein:

1. ITSSMA Work Order N7G-0072, with Solitsys Technologies, to extend the term through June 30, 2009 and increase the total maximum amount by \$88,960, from \$119,000 to \$207,960.
2. ITSSMA Work Order N7E-0110, with Solitsys Technologies, to extend the term through June 30, 2009 and increase the total maximum amount by \$99,840, from \$170,360 to \$270,200.

Additionally, I intend to request that ISD issue a Work Order Solicitation for a third Work Order to obtain a second Business Analyst. The maximum amount for the work order will be \$228,800. The project total for all three work orders will be \$706,960.

In accordance with ITSMMA Guidelines, prior Board notice is required for Work Orders that will exceed \$300,000.

BACKGROUND

The Environmental Health (EH) Division of the Department of Public Health (DPH) is comprised of four bureaus and twenty-five programs. The programs function within the bureaus to provide essential public health services and perform enforcement and regulatory activities that protect health and prevent disease for all persons in Los Angeles County.

Currently, the program's functions are managed via the Environmental Health Management Information System (EHMIS), a Windows-based, legacy information system developed in FoxPro (v. 2.6) that has been in place for more than 12 years. Since its inception, EHMIS has been expanded to support the following: management of work loads and work goals, productivity analysis, resource allocation, and quality assurance related to inspection processes.

Recently, EH has been working to replace EHMIS and improve the data collection, integration and the management of information for Environmental Health Services. This included a recent effort to enhance and modify the County's Electronic Development and Permit Tracking System (eDAPTS) to support these functions. However, since the eDAPTS effort was not able to fully account for the breadth of EH's business processes, the program is seeking a technical solution that will address its specific needs.

SCOPE OF WORK

The scope of this effort is to assist the County in defining the functional and technical requirements needed to create a solicitation document to acquire a web-based system to support the data collection, management, and reporting needs of all of EH's bureaus and programs. The final result of this effort will be full replacement of the existing EHMIS application. Currently, the business analyst supporting this effort has successfully captured base requirements for one bureau and a number of other programs within Environmental Health. To release a solicitation, a second business analyst is needed to supplement existing efforts and expedite requirements gathering and definition from key external stakeholders (e.g., Treasurer/Tax Collector, relevant State of California environmental programs, etc.) and the remaining bureaus within EH.

JUSTIFICATION

This amendment to the subject Work Orders will provide DPH with continued access to the short term technical resources needed to provide critical business analysis and project management services for this effort. The consultant will help the Department to complete ongoing functional and technical analysis of EH business processes and workflows and support efforts to acquire a replacement system for the legacy EHMIS application. Failure to continue these services will hamper efforts to identify a suitable replacement system to support Environmental Health's activities and further impede the delivery of efficient and effective services to agency partners and the general public.

FISCAL IMPACT

The consultants' hourly rate for these time and material Work Orders will remain the same through the extended terms of the Work Order. Sufficient funds for this initiative are available in the Department's budget.

VENDOR	WORK ORDER No.	Work Order Current Maximum Amount	Proposed Increase for 2008-2009	Work Order New Maximum Amount
Solitsys Technologies	N7G-0072	\$119,000	\$88,960	\$207,960
Solitsys Technologies	N7E-0110	\$170,360	\$ 99,840	\$270,200
(NEW) TBD	TBD	\$ 0	\$228,800	\$228,800
TOTALS		\$205,360	\$501,600	\$706,960

NOTIFICATION TIMELINE

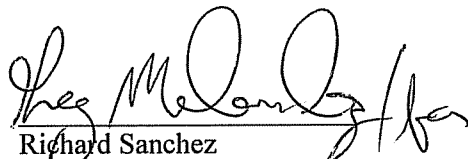
Consistent with ITSSMA policies and procedures, we are informing your Board of our intention to amend the term of this Work Order and increase the maximum funding amount. If no objection is received from your Board by September 15, 2008, we will request ISD to proceed with the amendment of these Work Orders.

If you have any questions or require additional information, please contact let me know.

JEF:jrc

c: Chief Executive Officer
County Counsel
Executive Officer, Board of Supervisors
Interim Chief Information Officer
Director, Internal Services Department

NOTED AND APPROVED:


Richard Sanchez
Interim Chief Information Officer

9/4/2008
Date